Dental Treatment Coordinator Job Template

Our dental practice, located in Insert City, State, is seeking an experienced **Dental Treatment Coordinator** to join our team.

Our ideal Dental Treatment Coordinator is tenacious, feels comfortable talking about money with patients and has at least 2 years of experience working in a dental practice.

**For your hard work we offer**:

* Excellent pay- $20 to $25/hr
* Bonuses
* Dental
* Paid Time Off
* 401K
* Medical
* Paid Holidays and sick leave.

**Duties for our Dental Treatment Coordinator include**:

* Explain the treatment plan, address patient concerns and answer any questions.
* Assist the patient in prioritizing the treatment and establish a plan for scheduling and payment
* Communicate with all outside and third-party financing companies offered to patients and educate patients on the available outside financing options.
* Track patient accounts receivable and outstanding balances to ensure timely payment.
* Perform general office duties and other duties as required.

**Our office is taking every appropriate measure to keep our patients and staff safe with the proper use of PPE.**

We would love to fill this position right away. **Apply now!**